



CHARTER OF THE DIVERSITY COUNCIL

Purpose: To enable Mecklenburg County to be a model diverse organization.

Governance:

The Diversity Council reports to the Deputy County Manager /Chief of Staff. At the discretion and approval of the County's Human Resources Director, the Council presents recommendations to the Personnel Commission.

Deputy County Manager /Chief of Staff /Diversity Council Sponsor's

Roles/Responsibilities:

The Deputy County Manager /Chief of Staff serves as the Sponsor of the Diversity Council. As the Sponsor, or his/her designee(s), provides guidance and direction to the Diversity Council. This includes but is not limited to the following:

- Clarifying the accountabilities and performance standards within the Diversity Council's work plan.
- Conducting an annual evaluation of the Diversity Council's performance in achieving its work plan accountabilities.
- Establishing specific processes for the Diversity Council to seek and receive direction and guidance on a regular basis, including enhanced input and involvement by the Diversity Council sponsor.
- Reviewing and recommending potential changes to the Diversity Council charter as needed.
- Reviewing and revising interim and/or final work products of the Diversity Council.
- Steering the activities of the Diversity Council and/or monitoring progress of its work plan.
- Sponsoring the final work product presented to the Sponsor .
- Designating the Diversity Management Coordinator and/or other staff support for the Diversity Council.

The Diversity Management Coordinator and/or other designated staff provides professional, administrative and logistical support to the Diversity Council, and will serve as the liaison between the Diversity Council and executive management.

Diversity Council Roles/Responsibilities:

The Diversity Council's primary responsibilities include:

- Developing and recommending diversity management plan revisions to the Sponsor. Making recommendations on employee training and education on diversity This includes identifying diversity core competencies employees should have to be successful in a model diverse organization.

- Serving as a resource to the organization on matters related to being a model diverse organization.
- Sponsoring and organizing employee events to celebrate diversity in a manner that is consistent with the goals and strategies of Mecklenburg County's Diversity Management Plan.
- Developing and recommending ongoing diversity plan performance measures and best practices consistent with Mecklenburg County's Diversity Management Plan.

Key Deliverables:

The deliverables of the Diversity Council shall include, but may not be limited to, the following:

- Recommending an annual work plan based on direction from our Sponsor, and/or the diversity management work plan approved by County Executive leadership team.
- Preparing and providing to the Sponsor an annual report on progress with implementing the County's diversity management plan, the Diversity Council's work plan accomplishments and recommendations for subsequent year's work plan.
- Providing the Sponsor an assessment of the Diversity Council's performance regarding the accomplishment of its annual work plan. This assessment is part of the Sponsor's evaluation of the Diversity Council.
- Recruiting County employees who are not Diversity Council members to participate in Diversity Council activities, especially those involving the development of recommendations within the scope of the Diversity Council charter.

Membership:

Members of the Council are chosen through a formal selection process consistent with established membership criteria approved by the Sponsor. Potential Diversity Council members shall be recommended by the current Council members with final approval by the Sponsor .

As Council member terms expire, the selection sub-committee is engaged to initiate the recruitment process as outlined below:

- In collaboration with County Human Resources as well as Learning and Development Services, targeted representation variables will be developed. Examples include under-represented employee populations, under-represented departments, hierarchal inclusion (non-management employees to senior management) among others.
- County-all messaging is used to invite employees to apply for membership.
- Applicants complete a series of questions focused on their basic understanding of diversity, inclusion, and participation in the council.
- The selection sub-committee evaluates the applications based on the following:
 - understanding of diversity
 - self-awareness and comfort level relative to diversity
 - potential contribution to overall diversity efforts of the Council
 - overall perspective about diversity (i.e. does the candidate bring a fresh perspective)
- Dependent on the number of vacancies, a reasonable group of applicants is selected for interview. Interviews are conducted by the sub-committee utilizing the established County Human Resources protocol.

- A weighted scoring system of evaluation is applied.
- The selection sub-committee presents final candidate(s) and recommendations to the entire Diversity Council.
- Final candidates approved by Sponsor.

Member Terms:

Members serve two-year terms. Members may serve a maximum of three consecutive terms. Upon the end of the third term of service, that person must remain (out of office/off the Diversity Council) for one full term (two years) before seeking re-election. After being off of the Diversity Council for one full term (two years), that person, if re-elected, is eligible to serve three additional terms.

For newly appointed members, the calculation of terms served begins upon his/her initial date of appointment. Existing members' prior service time is not counted. Members are expected to commit to serve their full term and to attend the meetings rather than sending a representative. To avoid rotating too many members off of the Diversity Council at the same time, membership terms are staggered.

Members should represent different departments within Mecklenburg County. There should be maximum of two members from the same department. The Council has the discretion with the approval of Sponsor to select or appoint a member to the Diversity Council if a member leaves in the middle of their term.

Attendance Requirement:

Members must attend 75% of the scheduled meetings. Members must be present for 50% or more of each meeting he/she attends to receive credit for attending the meeting. Members who do not satisfy this attendance requirement after serving one year may be removed from the Council and may not be reappointed to the Council.

Chair and Vice Chair:

The Diversity Council selects a chairperson and vice chairperson each fiscal year. There is no limit to the number of terms a member may serve as the chairperson or vice chairperson within his/her two-year term on the Diversity Council. It is recommended that the role rotate among the group's members to provide additional experience and to distribute the workload associated with the role.

The primary role of the chairperson, and the vice chairperson in the absence of the chair, is to determine, assemble and distribute the meeting agenda, to collaborate with the Diversity Management Coordinator and to run the meetings of the Diversity Council.

Meetings:

Meetings of the Diversity Council are scheduled at the discretion of the chairperson, unless the group decides to establish a regular meeting schedule.

Staff Support:

Staff support for developing and distributing meeting agendas, summaries and meeting logistics is the responsibility of the Diversity Management Coordinator unless otherwise specified by the Sponsor. The Diversity Council also will be supported by legal counsel serving in a non-voting capacity. Legal counsel will be assigned by the County Attorney's Office.

Decision Making:

The Diversity Council strives to make decisions by consensus as the primary method of decision-making. Consensus is defined as achieving full support of the membership for a decision which includes a willingness to accept the decision without complaint. If the Diversity Council chairperson determines that consensus is not attainable, a vote may be called by the chair. Voting decisions are made by majority vote of members present at the meeting in which the votes occur. At the discretion of the chair, votes may be taken electronically, but this should be limited to issues that have been previously discussed. Members must make every reasonable effort to attend meetings in which votes are planned and taken.

A meeting quorum of a majority of voting members is required to conduct a meeting and take a vote. Formal recommendations and/or other decisions require either a consensus or a majority vote of the voting members. All decisions by the Diversity Council are subject to approval by the Sponsor and/or the County Executive Team.

Task Teams and Committees:

The Diversity Council may appoint employee task teams and/or subcommittees at its discretion to assist with the work of the Diversity Council. The purpose of a task team is to pursue specific objectives within a specific time frame and with a clearly defined work product. The resulting work product provides the basis for decision-making, forming strategies and creating policies. Upon completion of the final work product, the task team is disbanded.

The purpose of a subcommittee is to provide the ongoing management of matters with a less defined objective and work product than those of a task team. Each task team or subcommittee consists of at least two Diversity Council members. No member should serve on more than one task team or subcommittee at one time.

Amendments:

This Charter may be amended according to decision-making rules described in this charter and with the approval of the Sponsor .

Revised: October 2015

Approved: November 2015